

Chief, Management Staff

3 October 1958

Chief, Records Management Staff

Weekly Report for Week Ending 1 October 1958

1. Contributions

a. Tangible

- (1) Approved 5 new and revised forms; obsoleted three forms.
- (2) Completed a Shelf File Installation for the Office of Logistics which will reduce floor space requirements about 35%, and release \$4500 in filing equipment (includes 8 safes).
- (3) Completed with the Office of Communications a proposal for the use of a Rotary Card File to house approximately 7500 items. This will eliminate the need for the present equipment valued at \$1350 and provide a more efficient filing system.
- (4) The Records Center received 110 cu. ft. of inactive records from 6 offices; 754 cu. ft. of records accumulated for destruction.
- (5) Completed with ONS a revised Vital Material Deposit Schedule and through it eliminated 3 cu. ft. of records from the Repository.

b. Intangible

- (1) Designed a form for the Office of Security which will replace 2 forms and reduce by 50% the time required by typists to complete the former ones.
- (2) In collaboration with [REDACTED] declassified a form so that it could be printed outside the Agency, thereby permitting it to be made into a 3 part snap-out set which wasn't possible in the Agency.

25X1A8a

2. Assignments - Active

a. Forms

25X1C4a

- (1) Eight new and 17 revised forms in process. ✓
- (2) Printing Services Division Survey.
- (3) Reduction in [REDACTED] requirements for forms.
- ✓ (4) Revision of Travel Order.
- (5) Revision of Chain Envelope and Courier Receipt.
- (6) Teletype Dissemination Information Reports and Systems.

✓ b. Shelving

- ✓ (1) OOR/IN. Additional equipment received and installation is progressing satisfactory.
- ✓ (2) Office of Communications. See 1.a(3).
- ✓ (3) Map Library Division/OOR.
- ✓ (4) Office of Personnel.
- ✓ (5) Acquisitions Branch Library/OOR.

✓ c. Filing Systems

done ✓

FOIAb3b1

- ✓ (1) Passenger Movement Branch/OOR.
- ✓ (2) [REDACTED]
- ✓ (3) Office of Personnel Subject-Numeric Files. Three installations in process - Employee Relations Branch, IAW, and Mobilization Staff. Retired 2 cu. ft. of records, and released 3 safes.
- ✓ (4) Security Staff/New Building. Developed additional procedures.
- done ✓ (5) Contract Personnel Division/OP Card Index. Proposal developed for use of special filing equipment (Pol-Dex) and its use in a secured area.
- ✓ (6) Office of Logistics/Stock Management. Waiting for supply catalog from Army Ordnance.
- done ✓ (7) [REDACTED]/Communications. Suggested the use of a mechanical wheel type piece of equipment to house approximately 5,000 cards.

25X1A6a

1. Audit and Revision of Records Control Schedules

(1) Medical Office. Resolved a problem dealing with the destruction of certain types of medical files. Arrangements made for audit of records control schedules.

(2) OCS. Attended meeting of Division Records Officers and briefed them on revision of their records control schedules.

c. Vital Records

(1) Explored with a representative from DD/P the possibility of using maps, charts and Maritime documents deposited by OCS for DD/P purposes.

(2) Met with Mr. Gorman, Deputy Records Officer, ASD, to discuss certain actual problems.

2. Assignments - Inactive

a. OSI Subject-Numeric Filed Installations.

b. Logistics Security Staff Card Index.

c. Machine Records Division Files Survey.

3. Misc 25X1A9a

a. General [REDACTED] attended the annual dinner meeting of the OSA Regional Records Officers.

25X1A9a

Distribution:

Orig - Addressee

- 1 - Mr. [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - Miss [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - RMS (REPORTS -1)

25X1A9a

25X1A9a

Mgt/S/RMS, [REDACTED] fjm (3 Oct 1958)